

First CW Hines

Motion to Amend by CM Washington

Motion to approved by CM Washington

Seconded by CW Nobles

**TOWN COUNCIL  
WORK SESSION MEETING**

Monday, May 6, 2019  
7:30 pm  
Municipal Building

**Agenda**

1. Call to Order
2. Roll Call of Council
3. Moment of Silence
4. Pledge of Allegiance to the Flag of the United States of America
5. Approval of Agenda
6. Approval of the Meeting Minutes (April 17<sup>th</sup>, 2019)
7. Public Period (limit 2 minutes for each speaker)
- ~~8. Brief Demonstration by the Police Department on how to use Town Hall Defibrillators~~
9. Report of Officers and Committees
  - I. Town Treasurer Report
  - II. Public Works Director Report
  - III. Circuit Rider
  - IV. Town Clerk Report
  - V. Police Chief/Code Enforcement & Ombudsman Report
  - VI. Town Administrator Report
  - VII. Council Report (Ward I; Ward II; Ward III)
  - VIII. Mayor's Report
10. Legislation
11. Close Session
12. New Business
13. Adjournment

Motion CM Washington, seconded by CW Mann to  
Amend Motion to approved CM Washington  
Seconded by CW Nobles

**Town Mayor/Council**  
**Meeting- 8:00 PM**  
**Wednesday, April 17, 2019**  
**Municipal Building**  
**Meeting Minutes**

**Call to Order:** 8:06 PM

**Roll Call:** CM Barnes, CM Washington, CM Kennedy II, CW Noble, CW Mann, CW Hines, Mayor Muhammad present.

**Moment of Silence:**

**Pledge of Allegiance:**

**Approval of Agenda:** Motion by CW Hines to approve the agenda; seconded by CW Noble; all in favor; motion passed.

**Approval of Minutes from April 1, 2019:** Motion by CM Washington to approve the minutes; seconded by CW Hines; all in favor; motion passed.

**Presentation by Town Attorney Kevin Best:** The Town of Forest Heights has won its court case in the Court of Appeals on April 4<sup>th</sup>, which ruled 4-3 in regard to the annexation of 740 acres of land. This overturned the decision of the Circuit Court. The corporate limits of the Town now go northwest to the DC line to Oxon Run and 295 and the DC Beltway. A cloverleaf intersecting MD 210 Indian Head Highway and Oxon Hill Road is now also included, as well as several properties west maintained by the county. Notable properties include Oxon Farm, Oxon Hill High School and John Hanson Montessori School. Municipal police officers cannot enforce the motor vehicle law outside the corporate limits of the Town.

**Public Period:** Mr. Larry Stoner enquired on the status of the Police and Public Works Building at 606 Modoc lane and commented on the schedule of the Police Department.

--Ms. Elaine Hall of Seneca Drive asked why she needed to have a permit to cut trees on her property. CM Washington responded that they would find out.

**Legislation**

**Resolution 17-19** a Resolution to approve a contract for repaving the front parking lot at Forest Heights Town Hall. Introduced by Mayor Habeeb-Ullah Muhammad; motion by CM Kennedy II to waive the full reading; seconded by CM Washington; all in favor; motion by CM Kennedy II to adopt Resolution 17-19; seconded by CW Hines; discussion; recommendation by Attorney Best to amend the resolution and strike contract from the title and replace it with bid; motion by CM Kennedy II to adopt Resolution 17-19 as amended; seconded by CM Washington; vote; (7) (6)yes; (1) no; motion passed.

**Resolution 18-19** a Resolution approving an agreement to contribute an automobile to the Town Police Department and hereby authorizing the Mayor to enter into an agreement to accept the donation of vehicle on behalf of the Town; introduced by Mayor Habeeb-Ullah Muhammad. Motion to waive full reading by CM Washington; seconded by CW Hines; motion to adopt Resolution 18-19 by CM Kennedy II; seconded by CM Washington; discussion; vote; (7) yes; (0) no; motion passed.

**Resolution 19-19** a Resolution authorizing the Mayor to enter into a contract with Police1.com Academy for required law enforcement training and continuing education; and to authorize the purchase of a service contract with Lexa Pool for a subscription to the police policy and procedures manual review and updating service. Introduced by Councilman Calvin Washington. Motion by CM Washington and seconded by CW Hines to waive the full reading; motion by CM Kennedy II to adopt Resolution 19-19 and seconded by CM Washington; discussion; vote; (7) yes; (0) no; motion passed.

**Resolution 20-19** a Resolution approving a state plan of operation between the State of Maryland and the Forest Heights Police Department; to allow the US Secretary of Defense to conditionally transfer certain personal property determined as suitable for use in certain law enforcement activities to the police department; and authorizing the Chief of Police to enter into such agreement on behalf of the Town governing body; introduced by CM Washington; motion by CM Washington and seconded by CW Hines to waive the full reading; all in favor; motion by CW Hines and seconded by CM Kennedy II to adopt Resolution 20-19; discussion; explanation by Chief Anthony Rease as an agreement that allows the police Department to obtain surplus military supplies; vote; (7) yes; (0) no; motion passed.

**Resolution 22-19** a Resolution to purchase 1 police vehicle and equipment; introduced by Mayor Habeeb-Ullah Muhammad; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion by CW Hines to adopt Resolution 22-19; seconded by CM Kennedy II; discussion; motion by CM Kennedy II to table the resolution until May 6th; seconded by CW Noble: all in favor; motion tabled.

**Ordinance 03-19 (First Reading)** an Ordinance of the Mayor and Council of the Town of Forest Heights, Maryland revising Article 15: Parking and Traffic of the Town Ordinance Code by changing, adopting, amending, or re-adopting certain provisions of said article including adopting revised Section 15.2-Definitions to include definitions of commercial trailers, heavy commercial trucks, and light commercial trucks; and by adopting revised Section 15.3.4- Parking Restrictions for Commercial and Recreational Vehicles and Trailers on Private Property; and by amending 15.13- Penalties Fees; to provide a modified penalty for violating said section 15.3.4 and generally relating to the regulation of traffic and parking within the Town of Forest Heights; introduced by Mayor Habeeb-Ullah Muhammad. Motion by CM Kennedy II to waive the full reading; seconded by CM Washington; all in favor; motion passed.

**Closed Session** – (9:34 pm) motion by Mayor Muhammad to go into a closed session to discuss any other personnel matters under State Government Article Section 10-508(a) #1(i) on the closed meeting form to appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom the Town has jurisdiction; all in favor motion passed; vote (7) yes; (0) no; (0)

Persons present for the closed session were: Mayor Muhammad; CW Hines; CM Barnes; CW Mann; CM Noble; CM Kennedy II; CM Washington; Town Attorney; Town Administrator; Chief Rease and Town Clerk Mrs. Hawkins.

End closed session – there was a motion; all were in favor

Back in session – 10:22 p.m.

**Resolution 21-19** of the Mayor and Council of the Town of forest Heights, Maryland to approve the employment and appointment of Frank Campbell as a Corporal to serve within the Forest Heights Police Department; Motion by CM Washington and seconded by CW Mann to waive the full reading all in favor motion passed; motion by CM Washington to adopt Resolution 21-19 and seconded by CW Hines; discussion; vote (7) yes; (0) no; (0) motion passed

**Resolution 23-19** a Resolution authorizes the Town Attorney to prepare a Letter of intent to Assume control of speed monitoring Systems at John Hanson Montessori School on MD 414; introduced by CM Washington; motion to adopt Resolution 23-19 by CM Kennedy II; seconded by CM Washington; discussion; vote; (7) yes; (0) no; motion passed.

#### **New Business**

CM Washington asked ~~the~~ if the Town would inherit the speed monitoring systems at John Hanson Montessori School and ask the Town Attorney to prepare a letter of intent to assume control of speed monitoring on MD 414. All were in favor.

**Adjournment** –11:16 pm

Sherletta Hawkins  
Submitted by Town Clerk



# **2019 Legislative Session Update - Greenwill Consulting Group**

## **Forest Heights Highlights**

- Change in Maryland Gaming Code to establish the Town of Forest Heights as a direct recipient of funds via an amendment to include the Town of Forest Heights to receive \$120,000 per year as other jurisdictions do per the local impact grant section of the law (9-1A-31). This is a permanent change to the law and will not need to be amended again next year to take effect every year.
- \$125,000 for the Safe Route to School Project (bond bill capital funding)
- 210 Speed Camera Program Advocacy

## **Prince George's County Budget Highlights**

- \$1.501 billion in total state aid (an increase of 6.6% from FY19 (an increase of \$92.5 mil)
  - K-12 education (\$79 million increase)
  - Gaming Impact Grants (\$4.4 million increase)
  - Transportation Aid (\$2 million increase)
  - Disparity Grant (\$2.1 million increase)
- Consolidated Transportation Plan highlights
  - \$220.7 million for the Purple Line
  - \$2.5 million to relieve traffic congestion along MD 210 to improve intersections from 495 to MD 228 (Accokeek)
  - \$10 million to complete the new interchange along MD 210 and Livingston Road/Kirby Road
- Highway User Revenue increased \$9.9 million over FY19
- Additional \$543k in Program Open Space funds from FY19

## **General Highlights - 2019**

- Small cell legislation to summer workgroup
- Kirwan Commission outlook
- Leadership changes in the Maryland General Assembly

## **Interim 2019 Forecast**

- Grant applications
- Budget review and FY2021 preparation
- Local Development Council advocacy
- Invite Maryland leaders to the Town of Forest Heights

Bill #	XFile Bill	Sponsor	Synopsis	Title	Current Status
			<b>Passed Legislation</b>		
HB0185	SB0352	Prince George's County Delegation	Authorizing the Board of License Commissioners for Prince George's County to issue a Class BLX license for a movie theater under certain circumstances; prohibiting the Board from issuing a Class BLX license to a movie theater in the 26th legislative district; authorizing the holder of the license to sell beer, wine, and liquor for on-premises consumption; allowing the holder of the license to serve only customers who have proof of admission to the movie theater; providing the hours of sale for the license; etc.	Prince George's County - Alcoholic Beverages - Class BLX License for Movie Theaters PG 302-19	Passed Enrolled
HB0225		Prince George's County Delegation	Adding an exemption from the Prince George's County school facilities surcharge for student housing designated by Bowie State University and the governing body of Prince George's County that is located within 1 mile of Bowie State University; authorizing the governing body of Prince George's County, by resolution, to impose a school facilities surcharge on new residential construction and a public safety surcharge on certain new residential construction for which a building permit has been issued; etc.	Prince George's County - School Facilities and Public Safety Surcharges - Maryland Transit Administration Station PG 415-19	Passed Enrolled
HB1157		Prince George's County Delegation	Establishing a Workgroup on Alcohol Outlet Density Zones in Prince George's County; authorizing the Workgroup to identify potential areas with a high concentration of off-sale retail licenses as alcohol outlet density zones, and propose as an alcohol outlet density zone any area that has 1.15 off-sale license holders or more per square mile; and requiring the Workgroup to report its recommendations to the Prince George's County House and Senate delegations and to the Board of License Commissioners for Prince George's County.	Prince George's County - Workgroup on Alcohol Outlet Density Zones PG 303-19	Passed Enrolled

HB0183	Prince George's County Delegation	<p>Authorizing the governing body of Prince George's County to grant, by law, a certain property tax credit against the county property tax imposed on residential or commercial real property equipped with security camera systems for a certain purpose; specifying the amount of the property tax credit, subject to certain limitations; authorizing the governing body of Prince George's County to provide, by law, for certain matters relating to the tax credit; and applying the Act to taxable years beginning after June 30, 2019.</p>	Prince George's County - Property Tax Credit for Security Camera Systems PG 413-19	Returned Passed
HB0186	Prince George's County Delegation	<p>Repealing exceptions to the entertainment permit in Prince George's County; establishing the family entertainment permit; establishing the requirements that an alcoholic beverages license holder in Prince George's County whose business provides family entertainment must meet to obtain a family entertainment permit; requiring the Board of License Commissioners to determine the days and hours the permit is to be in effect, under certain circumstances; establishing an annual permit fee of \$250; etc.</p>	Prince George's County - Alcoholic Beverages - Family Entertainment Permit PG 301-19	Returned Passed
HB0187	Prince George's County Delegation	<p>Repealing certain provisions of law that limit the location of speed monitoring systems that may be placed and used on Maryland Route 210 (Indian Head Highway) in Prince George's County; increasing the number of speed monitoring systems that may be placed on Maryland Route 210 in Prince George's County; requiring the State Highway Administration, in conjunction with the Prince George's County Department of Public Works and Transportation, to study the factors contributing to an overabundance of motor vehicle accidents on Maryland Route 210; etc.</p>	Prince George's County - Speed Monitoring Systems - Maryland Route 210 (Indian Head Highway) PG 305-19	Returned Passed
HB0188	Prince George's County Delegation	<p>Authorizing the governing body of Prince George's County to grant, by law, a property tax credit against the county property tax imposed on personal property of a grocery store that completes certain construction and is located in a certain healthy food priority area; requiring the governing body of Prince George's County to designate what constitutes a healthy food priority area for purposes of the tax credit based on certain factors; providing that the tax credit may not exceed a certain amount; etc.</p>	Prince George's County - Property Tax Credits - Grocery Stores PG 409-19	Returned Passed

HB0189		Prince George's County Delegation	Increasing from 10 to 15 the number of Class BLX licenses that a person may hold in Prince George's County; and requiring the Board of License Commissioners for Prince George's County to take certain actions before issuing a certain Class BLX license to a license holder that already holds certain other Class BLX licenses.	Prince George's County - Alcoholic Beverages - Class BLX Licenses PG 304-19	Returned Passed
HB0219	SB1015	Prince George's County Delegation	Requiring the governing body of Prince George's County to establish a program to evaluate complaints of drainage defects in the county under certain circumstances; requiring the program to include certain procedures for an owner to request an evaluation of a drainage defect, for requiring the county to complete a written evaluation of alleged drainage defects, and for requiring the county to collect data regarding homebuilders who have built home with drainage defects.	Prince George's County - New Homes - Drainage Defects PG 408-19	Returned Passed
HB0221		Prince George's County Delegation	Extending the Task Force on the Use of Master Meters for Utility Services in Prince George's County by 1 year; and extending the deadline for the Task Force to report its findings and recommendations to the Governor and the Prince George's County Delegation to the General Assembly by 1 year to December 31, 2019.	Prince George's County - Utility Services - Master Meters Task Force - Extension PG 407-19	Returned Passed
HB0185	SB0352	Prince George's County Delegation	Authorizing the Board of License Commissioners for Prince George's County to issue a Class BLX license for a movie theater under certain circumstances; prohibiting the Board from issuing a Class BLX license to a movie theater in the 26th legislative district; authorizing the holder of the license to sell beer, wine, and liquor for on-premises consumption; allowing the holder of the license to serve only customers who have proof of admission to the movie theater; providing the hours of sale for the license; etc.	Prince George's County - Alcoholic Beverages - Class BLX License for Movie Theaters PG 302-19	Passed Enrolled
HB0225		Prince George's County Delegation	Adding an exemption from the Prince George's County school facilities surcharge for student housing designated by Bowie State University and the governing body of Prince George's County that is located within 1 mile of Bowie State University; authorizing the governing body of Prince George's County, by resolution, to impose a school facilities surcharge on new residential construction and a public safety surcharge on certain new residential construction for which a building permit has been issued; etc.	Prince George's County - School Facilities and Public Safety Surcharges - Maryland Transit Administration Station PG 415-19	Passed Enrolled

HB0445	Prince George's County Delegation	Expanding the scope of the Class B-ECF/DS beer, wine, and liquor license to authorize certain individuals to hold certain events at the Prince George's Community College Main Campus; specifying that the Board of License Commissioners may issue a Class B-ECF/DS license for use only on the University of Maryland, College Park Campus or the Prince George's Community College Main Campus; increasing the number of Class B-ECF/DS licenses that the Board may issue from one to two; etc.	Prince George's County - Alcoholic Beverages - Class B-ECF/DS Beer, Wine, and Liquor License PG 306-19	Returned Passed
HB1155	Prince George's County Delegation	Authorizing the governing body of Prince George's County to adopt an ordinance to prohibit disposing of a bulky item on a highway or on public or private property except under certain circumstances; authorizing Prince George's County to impose certain penalties; defining 'bulky item' as any discarded furniture, home or industrial appliance, or abandoned vehicle or a part of a vehicle; etc.	Prince George's County - Illegal Disposal of Bulky Items - Penalties PG 418-19	Returned Passed
HB1362	Prince George's County Delegation	Altering the composition of the Prince George's County Environmental Justice Commission to include certain individuals; altering the date by which the Commission is required to report its findings on environmental justice issues in the County and recommendations to the Prince George's County House Delegation from December 31, 2018, to December 31, 2019; etc.	Prince George's County Environmental Justice Commission - Alterations and Extension PG 421-19	Returned Passed
HB1157	Prince George's County Delegation	Establishing a Workgroup on Alcohol Outlet Density Zones in Prince George's County; authorizing the Workgroup to identify potential areas with a high concentration of off-sale retail licenses as alcohol outlet density zones, and propose as an alcohol outlet density zone any area that has 1.15 off-sale license holders or more per square mile; and requiring the Workgroup to report its recommendations to the Prince George's County House and Senate delegations and to the Board of License Commissioners for Prince George's County.	Prince George's County - Workgroup on Alcohol Outlet Density Zones PG 303-19	Passed Enrolled
		<b>Bills that Moved But Did Not Pass</b>		



HB0223		Prince George's County Delegation	Authorizing the governing body of Prince George's County to grant, by law, a property tax credit against the county property tax imposed on dwellings that are owned by certain eligible teachers; providing for the maximum amount of the credit; requiring the Prince George's County government to submit a certain report concerning the credit to certain persons on or before a certain date; applying the Act to all taxable years beginning after June 30, 2019; etc.	Prince George's County - Property Tax Credits - Teachers PG 410-19	Third Reading Passed with Amendments (42-0)
			<b>Bills Introduced; Did Not Pass</b>		
HB1363		Prince George's County Delegation	Repealing a limitation on the number of Sunday off-sale permits that the Board of License Commissioners for Prince George's County may issue.	Prince George's County - Alcoholic Beverages - Sunday Off-Sale Permits PG 309-19	First Reading House Rules and Executive Nominations
HB0184		Prince George's County Delegation	Requiring the Prince George's County Board of Education to limit to 30 or fewer the number of students assigned to a classroom teacher of students in kindergarten through grade 3 in the public schools in the county.	Prince George's County - Elementary School - Limit on Class Size PG 503-19	Hearing 2/07 at 1:00 p.m.
HB0194		Prince George's County Delegation	Establishing the Office of Accountability and Compliance in the Prince George's County public school system to provide independent evaluation and recommendations to improve the effectiveness, productivity, or efficiency of local school system programs, policies, practices, and operations; requiring the County Council to appoint the Accountability and Compliance Officer; requiring the Officer to coordinate with the public school system to develop a certain work plan and establish certain goals and priorities; etc.	Prince George's County Public Schools - Office of Accountability and Compliance - Establishment PG 508-19	Hearing 2/07 at 1:00 p.m.
HB0196		Prince George's County Delegation	Requiring that a public school student in a Prince George's County elementary school be provided a certain daily program of physical activity each week totaling 150 minutes; requiring the program of physical activity for a certain category of student to be consistent with the student's Individualized Education Program, if applicable; requiring a Prince George's County public elementary school to designate a physical activity leadership team to plan and coordinate opportunities for certain activities; etc.	Prince George's County - Elementary School Students - Daily Physical Activity (Student Health and Fitness Act) PG 509-19	Hearing 2/07 at 1:00 p.m.

HB1111		Prince George's County Delegation	Establishing a volunteer fire department alcoholic beverages license in Prince George's County; authorizing the Board of License Commissioners to issue the license for use by a volunteer fire department; authorizing the license holder to sell beer, wine, and liquor at retail at the place described in the license for on-premises consumption; and providing for the hours and days of sale and an annual license fee of \$910.	Prince George's County - Alcoholic Beverages - Volunteer Fire Department License	Hearing 2/18 at 1:00 p.m.
HB0220		Prince George's County Delegation	Requiring the governing body of certain condominiums located in Prince George's County to have a certain reserve study conducted not more than 90 days and not less than 30 calendar days before the meeting of the Council of unit owners and at certain intervals; requiring the reserve study of a condominium located in Prince George's County to meet certain criteria; requiring the governing body of certain homeowners associations located in Prince George's County to have a certain reserve study conducted; etc.	Prince George's County - Condominiums and Homeowners Associations - Reserve Studies - Annual Budgets PG 402-19	Hearing 2/19 at 1:00 p.m.
HB0195		Prince George's County Delegation	Requiring the Prince George's County Board of Education, beginning in the 2020-2021 school year, to develop and implement a pilot program that includes a semester-long elective course in financial literacy as a part of the county board's high school curriculum; requiring the Board to develop the curriculum content for the course; requiring the Board to select at least one school to participate in the program; requiring the Board to submit a report by June 30 each year on the success of the program to the county's legislative delegations; etc.	Prince George's County Board of Education - Financial Literacy Pilot Program Course PG 504-19	Hearing 3/20 at 1:00 p.m.
HB0227		Prince George's County Delegation	Repealing a prohibition on an applicant or applicant's agent making a payment to the County Executive of Prince George's County or a slate that includes the County Executive during the pendency of certain applications.	Prince George's County - Ethics - Limitations on Applicant Campaign Contributions PG 404-19	Hearing 3/21 at 1:00 p.m.
HB1398		Prince George's County Delegation	Authorizing the State's Attorney for Prince George's County to refer a child to a diversion program under certain circumstances.	Prince George's County - Juvenile Law - Diversion Program PG 307-19	Rereferred to Judiciary

HB0498	SB0494	Prince George's County Delegation	Requiring the Prince George's County School Construction Master Plan Workgroup to report certain findings and recommendations and to provide a status report on the implementation of certain recommendations to certain entities on or before December 31, 2019, and December 31, 2020; and extending the termination date for the Workgroup to June 30, 2021.	Prince George's County - School Construction Master Plan Workgroup - Reporting and Sunset Extension PG 510-19	Unfavorable Report by Appropriations; Withdrawn
HB0446	SB0288	Frederick County Delegation	Creating a Class DDS (distillery) license in Frederick County; authorizing the Board of License Commissioners to issue the license to a holder of a Class 1 distillery license or a Class 9 limited distillery license; authorizing the holder of the license to sell mixed drinks made from certain liquor and other nonalcoholic ingredients for on-premises consumption; authorizing the Board to charge a license fee; establishing an annual limit of not more than 7,750 gallons of liquor that may be used for a certain purpose; etc.	Frederick County - Alcoholic Beverages - Class DDS (Distillery) License	Unfavorable Report by Economic Matters
HB0444		Prince George's County Delegation	Requiring the State Highway Administration to meet with the County Executive of Prince George's County or a designee at least four times each year to develop, review, and coordinate mowing, maintenance, and litter removal activities for State highways in the county; requiring the Administration to provide at least once each month a schedule of planned mowing, maintenance, and litter removal activities for State highways in the county to the County Executive of Prince George's County or a designee; etc.	Prince George's County - State Highways - Mowing, Maintenance, and Litter Removal PG 419-19	Unfavorable Report by Environment and Transportation; Withdrawn
HB1364		Prince George's County Delegation	Repealing the authority of a person that exists and functions for a legal business in Prince George's County to apply for the appointment of special police officers to protect business property; and prohibiting the renewal of a commission of a special police officer employed by a legal business in Prince George's County to protect business property.	Prince George's County - Special Police - Legal Business Prohibition PG 308-19	Unfavorable Report by Judiciary; Withdrawn

HB0192		Prince George's County Delegation	<p>Requiring the Prince George's County public school system to publish prominently on its website links to the expense forms filed by members of the Prince George's County Board of Education for reimbursement by the school system; and requiring certain expense forms filed by members of the county board to be designated as certain public records available to any applicant immediately on request and included on a certain list posted on the school system's website.</p>	<p>Prince George's County Board of Education – Members' Expense Forms – Publication on Website PG 502–19</p>	<p>Unfavorable Report by Ways and Means; Withdrawn</p>
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**Town of Forest Heights  
Treasurer's Report  
May 1, 2019**

	Bank Acct Balance <u>5/1/19</u>	Quickbook Balance <u>4/30/19</u>	Quickbook Balance <u>4/30/18</u>
TD Bank General Fund	54,815.71	29,700.81	453,712.48
TD Bank Rainy Day Fund	154,132.40	154,132.40	151,132.40
TD Bank Speed Camera	2,986,407.00	2,970,042.00	2,105,884.42
TD Bank Municipal Money Market	213,364.59	213,364.59	213,364.59
	<u>3,408,719.70</u>	<u>3,367,239.80</u>	<u>2,924,093.89</u>

**General Fund Highlights:**

1. Real Estate Tax distribution received - \$16,004.96
2. Comcast Franchise Fee received - \$3,940.47
3. Verizon Franchise Fee received - \$6,648.57
4. Verizon Peg Grant received - \$4,228.50
5. Personal Property Tax payments received - \$1,759.68



# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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May 2, 2019

### Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

### Town Infrastructure:

- **Rolph Dr**
  - Asphalt overlay is now recommended
- **N. Huron Dr.**
  - SRT Bid Book went out on eMaryland Marketplace 2/22/19
  - Sealed Bids were opened on 4/19/19 @10:00 am at Town Hall
  - Three companies were represented
  - Fort Myer Construction was considered lowest bid
  - Fort Myer's bid goes to SHA for a closer look at qualifications
  - Preparing for approval from the Chesapeake Bay Critical area (the replacement of removed trees during the construction of sidewalks) as of 4/29/19 needing a few more comments, which has been submitted.
- **Sachem Drive – Hill:** No decision has been made at this time
  - Faulkner Landscape – proposal received
  - AB Consultants – proposal received
  - Geotech Engineers – proposal received
  - KCI Technologies – proposal received
  - John Tarr of PG County Soil Conservation District shared his perspective on the hill
- **Sachem Drive – Water Leak:**
  - Midas has sent a revised Proposal. Mr. Robinson and I have selected Midas Utilities to address the water leak, with the approval of the Council.

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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- Three Environmental Engineers looked at the streets with water issues:
  - Arthur Engineering Services – proposal received
  - Pennoni Assoc./AD Marble – proposal received
  - AB Consultants – proposal received
- Contacted SHA concerning lighting on NB MD-210. SHA fixed five of six lights. One is still in need of replacement.
- Contacted SHA about litter pickup on NB & SB MD-210 between I-495 & Livingston Rd. SHA responded with a crew and cleaned the area.
- PG DPW&T looked at storm drain at Sachem and Cree to determine if there was a problem with them that caused the water problem at 11 Cree Dr. and believe it is not a part of the County system. Dave Howard of DPW&T is to investigate further.
  - Tested the water for chlorine or fluoride, test came back negative.
  - Received mapping of the storm drain system for Forest Heights from Dave Howard of DPW&T
- DPW took part in the Spring Clean Up 4/20/2019

### **Street Rehabilitation:**

- Ottawa Street; Seneca Drive; Fox Way
  - Bids went on eMaryland Marketplace 4/9/2019
  - Pre-bid meeting was held 4/18/2019
  - Bid closes on 5/1/2019
  - Sealed bids are opened on 5/2/2019

### **Building Infrastructure:**

#### **606 Modoc:**

- Pennoni Assoc., as Project Coordinator has initiated various meetings:
- Contractors, sub-contractors, 3rd party inspectors, architects and the town met with Mr. Jordan of DPIE to get 606 moving again.
- Renewed POD for 606 to house donated furniture during construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going)
- Solar panels has been installed on garage roof

#### **Rain Gardens:** No decision has been made at this time.

- Faulkner Landscaping, Green Forever Landscaping and HopperGrass Landscaping has submitted proposals to repair/restore the town's bio-retention rain gardens
- Ciminelli Landscape serviced Green Roof on 4/17/2019
- Fox Creek repaired portion of rear handicap ramp
- Pressure washed rear handicap ramp
- Value Dry raised concrete slab under AC units

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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### Equipment Maintenance

- Purchased New Pressure Washer
- Purchased Road magnet

### Other Areas:

- Answering Resident Communication (numerous)
- Making/receiving phone calls, follow ups and meetings with contractors and vendors
- DPW acquired Refuse and Recycle Vehicle Permits
- Taking courses from the Municipal Online Stormwater Training Center



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Tasks accomplished:

- Solar panel grant successfully completed.
- Awarded the FY2020 US Census grant application in the amount of \$60,000.

Ongoing projects:

- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years. This program is used in conjunction with the Tree Canopy Program authored by the town of Forest Heights and falls within the purview of the Sustainable Communities Certification Program.
- Preparation of upcoming grants:
  - Tree Keeper's grant application (Chesapeake Bay Trust)
  - Community Legacy
  - AARP Community Grant—submitted
  - CDBG Municipal Infrastructure Grant
- Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and education to local municipality and government customers. Forest Heights is replacing 285 street lights with LED fixtures.
- Working with the Town Administrator and the Public Works Director to identify streets and infrastructure that require immediate repair for health and safety reasons.

# Town of Forest Heights

## Office of the Town Clerk

- The Town Clerk prepared the agenda's and legislation for the April Meetings
- Advertised and posted all approved legislation in accordance to the requirements in the Town Charter
- Finalized MML Annual Conference Accommodations for Elected Officials and Town Staff
- Submitted Charter and Code Update to General Code
- Prepared and Submitted Meeting Minutes of each Town Meeting
- Prepare Monthly Newsletter Articles
- Coordinated, planning of Town Annual Shedding
- Coordinated, planning of Town Annual Cleanup
- Attending Annual Cleanup
- Prepared packets for Town Council and Mayor Meeting.
- Coordinated and attended meetings with the Chief and vendor on the Town Phone and Email Service
- Attend Annual Quarterly Clerk Meeting
- Coordinated the Town Monthly Seminar
- Attended Town Monthly Seminar
- Drafted Legislation for Council for Town Council Review and Approval
- Coordinated and attended Green Team Meeting
- Met with Mayor and Town Administrator on upcoming meeting; Agenda's and Legislation
- Met with Community Garden Staff to Coordination needs
- Prepared Property Lien to County from Code Enforcement
- Coordinated with Staff to reset email
- Coordinated to create new email for new employee
- Maintain and schedule Mayor Calendar
- Continuing to work on Town Website
- Working with Pepco on Lighting with the Community Space
- Attended a day-long Town Website training session about Website
- Coordinated with Prince George's County for Summer Worker
- Met with Circuit Rider Mr. Mosley about AARP Grants
- Prepare Milling and Resurfacing of Town Asphalt Roadways Bid Package and Submit on the eMaryland Market
- Submit Bid Amendment to Safe Route to School on eMaryland Market
- Submit Bid Milling and Resurfacing to Town Hall Asphalt Parking Lot on eMaryland Market
- Submit Bid Amendment to Milling and Resurfacing of Town Asphalt Roadways on eMaryland Market
- Continuing to work with Staff on IT service
- Working with vendor on e-mail service that went down
- Attended Weekly Staff Meeting
- Met with US Postal Service about newsletter
- Met with Board of Elections about Election Document
- Met with Vendor for the Community Space
- Finalized Hotel for Elected Officials and Town Staff for MML Conference
- Register later comers for MML



## FOREST HEIGHTS POLICE DEPARTMENT APRIL REPORT

### ***CALLS FOR SERVICE***

#### **Incident Type - Total**

911 DISCONNECT 37

ACCIDENT 18

ANIMAL COMPLAINT 3

ARMED PERSON 1

ASSAULT COMBINED 2

ASSIST FIRE EMS 3

CHECK WELFARE 2

CHECK WELFARE COMBINED 1

DEPT ACCIDENT PD 1

DISORDERLY 9

DOMESTIC 7

FAMILY DISPUTE 2

FIGHT 2

FRAUD 1

GUNSHOTS 1

HIT AND RUN 7

LOCK OUT/IN COMBINED 1

LOST PROPERTY 1

MISC POLICE INCIDENT 7

NOISE COMPLAINT 1

PREMISE CHECK 84

PROPERTY ALARM COMMERCIAL 1

PROPERTY DAMAGE 1

RESIDENTIAL ALARM 3

SHERIFF TRAFFIC STOP 1

SHOOTING 1

STOLEN VEH 1

SUBJECT STOP 3

SUSPICIOUS AUTO 4

SUSPICIOUS OCC AUTO 7

SUSPICIOUS PERSON 3

THEFT FROM AUTO 1

THEFT J O 1

THEFT REPORT 3

THREATS COMPLAINT 2

TRAFFIC COMPLAINT 4

TRAFFIC HAZARD 1

UNKNOWN TROUBLE 12

VANDALISM 1

VEHICLE ACCIDENT COMBINED 1

Total Calls --> 242

### ***STATISTICAL REPORT***

State Traffic Citations- 367

State Equipment Repair Orders-3

Parking Citations Issued-1

Arrest-10

Fines Collected-\$2,870

Impounds-19

Reports-23

# CODE ENFORCEMENT ACTIVITY

## April 2019 Report

Civil Citations				
Location	Violation	Citation Type/#	Result	Disposition
206 North Huron Drive	inoperable vehicle	Citation/3Z42198250	\$ 250.00	paid
5615 Delaware Drive	parking on grass	Citation/2Z42198242	\$ 250.00	paid
125 Seneca Drive	parking on grass	Citation/0Z42198247	\$ 250.00	paid
5806 Woodland Drive	inoperable vehicle	Citation/4Z42198244	\$ 250.00	paid
5806 Woodland Drive	boat trailer no tags	Citation/5Z42198245	\$ 250.00	paid
5801 Sachem Drive	trash /debris	Citation/3Z42198180	\$ 200.00	pending
5801 Sachem Drive	parking on grass	Citation/2Z42198179	\$ 250.00	pending
5609 Delaware Drive	inoperable vehicle	Citation/6Z42198176	\$ 250.00	pending
5609 Delaware Drive	dead tags/sticker	Citation/0Z42198177	\$ 250.00	pending
5609 Delaware Drive	grass too long	Citation/1Z42199178	\$ 200.00	pending
104 Seneca Drive	grass too long	Citation/6Z42198183	\$ 200.00	pending
112 Fox Way	tree/removal	Citation/0Z42198184	\$ 200.00	pending
5605 Woodland Drive	inoperable vehicle	Citation/4Z42198181	\$ 250.00	pending
122 Cree Drive	dead tags/sticker	Citation/1Z42198024	\$ 250.00	pending
5506 Shawnee Drive	inoperable vehicle	Citation/4Z42198202	\$ 250.00	pending
5506 Shawnee Drive	inoperable vehicle	Citation/3Z42198201	\$ 250.00	pending
108 North Huron Drive	trash /debris	Citation/2Z42198025	\$ 200.00	pending
			\$ 4,000.00	
	Building Permits			
Location			Result	
5817 Choctaw Drive			\$ 105.00	paid
5817 Choctaw Drive			\$ 50.00	paid
112 Seneca Drive			\$ 50.00	paid
130 North Huron Drive			\$ 50.00	paid
108 North Huron Drive			\$ 10.00	paid
5914 Choctaw Drive			\$ 50.00	paid
128 Rolph Drive			\$ 50.00	paid
204 North Huron Drive			\$ 50.00	paid
			\$ 415.00	
	Business Licenses			
Location	Business Name		Result	Disposition
	Rental Permits			
Location			Result	Disposition
806 Quade Drive			\$ 75.00	paid
5724 Ottawa Street			\$ 75.00	paid
			\$ 150.00	
	Vacant Property Registry			
6009 Terell Avenue			\$ 250.00	pending
919 Comanche Drive			\$ 250.00	pending
610 Modoc Lane			\$ 250.00	pending
			\$ 750.00	
			TOTAL \$ 5,315.00	

TOWN OF FOREST HEIGHTS  
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

April 2019

Ombudsman Report

Ronald B Govan

For the month of April , the Town of Forest Heights had

- 4 Transfer of liability
- 10 Late fee requested
- 3 Late fee requests granted
- 2 Mva Mismatch
- 3 Cancel Citation

## **Infrastructure Bond Projects**

In 2018, the Town was issued an Infrastructure Bond through the Maryland Department of Housing & Community Development, Local Government Infrastructure Financing Program for \$1,000,000.00 to provide funding for much needed roadway improvements in Forest Heights. Many cities and towns use such funding to finance large projects because these programs offer a cost-effective way to finance large public purpose projects like street construction, resurfacing and water and sewer projects.

An internal Committee at Town Hall is conducting on-going meetings to consider the best options for spending the funds so we can get the biggest bang for our buck. The Town Council also has a representative on this Committee from the Public Works and Sanitation Advisory Council.

A number of issues are being considered such as, prioritization of the streets most in need of repair, the degree of repair needed for each street and, issues affecting the condition of streets such as storm water run-off and ground-water concerns.

The Committee elected to begin spending the funds by re-paving the following streets badly in need of repair: portions of Seneca Drive, portions of Ottawa Street and a portion of Fox Way.

Bids went out on eMaryland Marketplace for advertisement on April 9, 2019. The bid process closed on May 1, 2019 and the bid packages were opened on May 2<sup>nd</sup>. A firm will be chosen and recommended to the Town council soon to begin construction on these streets.

### **North Huron Drive Sidewalk Project (Safe Routes to School)**

On February 22<sup>nd</sup>, the North Huron Drive Sidewalk Project (Safe Routes to School) was put out for advertisement to seek bids for a construction firm to build a sidewalk along the street. This is an important public safety project because it will provide for safe pedestrian traffic along North Huron Drive where no sidewalks currently exist. And perhaps most notable, students in the neighborhood will be able to walk to and from Forest Heights Elementary School without competing with cars on the roadway. Bids were opened on April 19<sup>th</sup> at Town Hall. Three companies were represented and of the three, Fort Myer Construction was considered lowest qualified bidder. The Fort Myer bid now goes to SHA for a closer look at qualifications before a contract can be signed and construction begins.



### **New Police Corporal Begins Work at Forest Heights**

Corporal Frank Campbell started work with the Town on April 22<sup>nd</sup>. Corporal Campbell comes to us with high recommendations from Police Chief Rease and he has extensive experience as a law enforcement officer with numerous municipalities including Forest Heights in the past.

### **Hill Slide on Sachem Drive**

The hill slide along Sachem Drive that occurred last November has been temporarily stabilized. By way of Code provision 20.4 (5) (II) the Mayor executed emergency procurement procedures to install a silt fence which is now in place and keeps the soil from encroaching upon Sachem Drive and surrounding properties. This was an initial and temporary fix to the problem.

Since the hill slide, the Town has received visits from a County soil engineer who has opined that the hill is stable for the time being. He has also provided us with recommendations on how to respond to the event and has pledged his counsel and expertise until the hill is permanently stabilized. The Town has also consulted with a number of professional engineering firms concerning a permanent solution.

During recent meetings with geotechnical and other engineers to receive proposals and discuss Best Practices, staff has learned much about what it will take to permanently stabilize the hill and provide the best permanent solution. It appears the solution may come with a significant price tag for the Town, as this is a relatively major infrastructure project.

We have narrowed the search of firms to conduct this work and plan to submit a recommendation to the Town Council within the next week or so.

Town Council Work Session Report For 5.6.19 (Town Administrator)